

## Windows Explorer Practice Answer Key

**Q1:** List two different ways you can open Windows Explorer.

- A. Click the Start button; in the search box, type Windows Explorer; click Windows Explorer
- B. Click the folder icon on the taskbar

**Q2:** What are you able to view in the left pane when you expand a folder?

- A. All the subfolders in the folder

**Q3:** What are two ways you can create a new folder?

- A. Click **New Folder** on the menu bar at the top of the window
- B. Right-click in the right pane; click **New**; click **Folder**

**Q4:** What are two ways you can move folders?

- A. Click and drag the folder from the current location to the new location
- B. Cut the folder from the current location and paste it into the new location

**Q5:** List the steps to copy a file (or folder) to another location.

- A. Right-click the file; choose Copy; open the folder you want to copy it to; right-click; choose Paste.

**Q6:** What are 3 different ways you can delete a file (or folder)?

- A. Right-click the file; choose Delete.
- B. Select the file; click Organize on the menu bar; choose Delete.
- C. Select the file; press the delete key on the keyboard.

**Q7:** What are 3 different ways you can rename a file (or folder)?

- A. Right-click the file; choose Rename.
- B. Select the file; click Organize on the menu bar; choose Rename.
- C. Select the file by clicking on it; wait a few seconds; click on the file again.